

ATTACHMENT #3

MINUTES of the
JUNEAU AIRPORT MANAGER SELECTION COMMITTEE MEETING
May 7, 2009
Aurora Room, 5:00 p.m.

Committee Members Present: Jerry Godkin, Steve Zimmerman, and Dave Heimbigner

Other Airport Board Members Present : Laurie Berg, Butch Laughlin

Public Present: Ron Swanson

The meeting was called to order by Jerry Godkin at 5:05 p.m. He stated that the purpose of the meeting was to discuss the 36 applications that had been received in response to the Juneau Airport Manager vacancy announcement.

Each of the three members of the Selection Committee, and Mr. Swanson, had reviewed and ranked all 36 applications. Reviewers had used different ranking schemes but results were similar. In order to narrow the list down to a workable number of applicants that could be contacted for formal interviews, each reviewer listed his highest ranked applicants. When the lists of highest ranked applicants were compared, six were found to have been on the list of at least three of the four reviewers.

A discussion regarding how to follow up with the six highest ranked applicants then ensued. It was agreed that Board Chair Godkin would conduct preliminary phone interviews with the six applicants to see if they merited future in-person interviews. Mr. Godkin will ask Ms. Kelly Mercer (CBJ Human Resources) to set up the six interviews which will be recorded. The recorded interviews will then be played back to the entire Airport Board at a future time (likely in executive session). Based on the recorded interviews, Airport Board members will determine which applicants shall be asked to participate in formal interviews with the Airport Board in Juneau. In order to ensure consistency during the phone interviews a draft list of five questions to ask applicants was prepared. That list will be circulated to all Board Members for comment before the list is finalized. The phone interviews will occur soon thereafter.

The meeting was adjourned at approximately 7:00 p.m.